



Section 3: Career Connections 2008-2009

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September 2008



Section 3: Career Connections

Course Descriptions, Sequences, Career Clusters

Section Overview

This section presents course information applicable to the Career Connections service area: course descriptions, course concentration sequences, and career clusters. Following the course description, the remainder of the information for each course is presented in a table. The definitions and criteria below are summarized to clarify and enhance the table components.

Sequences

- A *concentration* is a coherent sequence of courses completed by a student in a specific career area as identified in this planning guide. (A sequence may be comprised of two 36-week courses, one 36-week course and two 18-week courses, or four 18-week courses.)
- A career and technical education *completer* is a student who has met the requirements for a career and technical concentration and all requirements for high school graduation or an approved alternative education program. Students may take additional career and technical education courses that will enhance their career pathway goals.
- A *specialization* is a choice by a student to specialize in an occupational field by taking additional courses in a specific career area as appropriate to his/her career pathway.

Career Clusters

To help students investigate careers and design their courses of study to advance their career goals, the Office of Career and Technical Education Services in Virginia has adopted the nationally accepted structure of 16 career clusters, their accompanying career pathways, and their sample career specialties or occupations. To simplify federal reporting, the *Career and Technical Education Reporting System (CTERS) User's Manual* assigns a career cluster to each course. The cluster is also listed with each course that follows. Because some career clusters overlap (have similar occupations), teachers may have a choice of more than one cluster and should select the most appropriate one based on the student's career pathway for their federal report.

Additional information and samples of how to use career clusters to select CTE courses are included in Section 11: Instructional Planning with Career Clusters, Career Pathways, and Occupations.

CTE Cooperative Education

Certain Education for Employment courses (as noted in the individual course descriptions) are eligible for the cooperative method of instruction. Students combine classroom instruction and supervised on-the-job training in an approved position with continuing supervision throughout the school year.

Additional information may be found at:

<http://www.doe.virginia.gov/VDOE/Instruction/CTE/co-op>

- *Career and Technical Education Cooperative Education Handbook* and other required cooperative education documents

<http://www.cteresource.org/verso2/search> (select "Across the Board" to access other work experience methods of instruction)

- *Learning through Internship*
- *Learning through Job Shadowing*
- *Learning through Mentorship*
- *Learning through Service*

Course Offerings

Career Investigation Phase I 9070

Suggested Grade Level(s): 6, 7, 8, 9, 10, 11, 12 (6 to 36 weeks, time and schedule locally determined)

Phase 1 prepares students to be “career investigators.” To obtain the title, students must assess their roles in society, identify their roles as workers, analyze their personal assets, complete a basic exploration of career clusters and select career fields or occupations for further study, and secure a career investigator (job shadowing) position with a local employer.

Concentration Sequences (a combination of the course above and those below, equivalent to two 36-week courses) Students wishing to complete a specialization may take additional courses appropriate to their career pathways.	Career Cluster(s) for federal reporting (choose one)	Available Credentials upon Completion of the Above Course
Any approved CTE program concentration sequence	Cluster is determined by the student’s career search	See Section 10 for a listing of applicable credentials (by course name or credential name).

Career Interpretation Phase II 9071

Suggested Grade Level(s): 6, 7, 8, 9, 10, 11, 12 (up to 36 weeks, time and schedule locally determined)

Phase 2 consists of an in-depth study of one to four or more career clusters through a variety of investigative activities with local employers. Students observe, analyze, and report on the demand for workers, worker qualifications, organizational structures, quality control measures, selected policies and regulations, ethical issues, and rewards of work.

Concentration Sequences (a combination of the course above and those below, equivalent to two 36-week courses) Students wishing to complete a specialization may take additional courses appropriate to their career pathways.	Career Cluster(s) for federal reporting (choose one)	Available Credentials upon Completion of the Above Course
Any approved CTE program concentration sequence	Cluster is determined by the student’s career search	See Section 10 for a listing of applicable credentials (by course name or credential name).

Career Application Phase III 9072

Suggested Grade Level(s): 11 or 12 (up to 36 weeks, time and schedule locally determined)

In Phase 3, students match their interests and aptitudes with occupational information, investigate a variety of pathways to career success, and reinforce the skills and knowledge needed for paid employment, particularly in the challenging 21st-century workplace. Pathways may include paid or volunteer employment experiences while the student is still in high school; continuing education opportunities such as college degree programs, apprenticeships, two-year specialized Tech Prep programs, or military experience; or any combination that will enhance progress toward a career goal.

Concentration Sequences (a combination of the course above and those below, equivalent to two 36-week courses) Students wishing to complete a specialization may take additional courses appropriate to their career pathways.	Career Cluster(s) for federal reporting (choose one)	Available Credentials upon Completion of the Above Course
Any approved CTE program concentration sequence	Cluster is determined by the student’s career search	See Section 10 for a listing of applicable credentials (by course name or credential name).

EFE Cooperative Education I 9020 (for Students Identified as Disadvantaged)**EFE Cooperative Education I 9030 (for Students with Disabilities)****Suggested Grade Level(s):** 11 or 12 (36 weeks)

Through the cooperative education method, students receive school-based and community-based instruction organized around an approved job that leads toward their career goal. The teacher-coordinator, on-the-job training sponsor, parent, and student develop an individualized training plan that identifies learning experiences according to the student's occupational objective. The on-the-job paid training is an extension of the classroom instruction coordinated by the classroom teacher into a coherent set of performance objectives and skills.

Concentration Sequences (a combination of the course above and those below, equivalent to two 36-week courses) Students wishing to complete a specialization may take additional courses appropriate to their career pathways.	Career Cluster(s) for federal reporting (choose one)	Available Credentials upon Completion of the Above Course
<ul style="list-style-type: none">• EFE Cooperative Education II 9021• EFE Cooperative Education II 9031• EFE Level I 9077• EFE Level I 9078• EFE Level I 9084• EFE Level I 9085	Education and Training	See Section 10 for a listing of applicable credentials (by course name or credential name).

EFE Cooperative Education II 9021 (for Students Identified as Disadvantaged)**EFE Cooperative Education II 9031 (for Students with Disabilities)****Suggested Grade Level(s):** 11 or 12 (36 weeks)

Through the cooperative education method, students receive school-based and community-based instruction organized around an approved job that leads toward their career goal. The teacher-coordinator, on-the-job training sponsor, parent, and student develop an individualized training plan that identifies learning experiences according to the student's occupational objective. The on-the-job paid training is an extension of the classroom instruction coordinated by the classroom teacher into a coherent set of performance objectives and skills.

Concentration Sequences (a combination of the course above and those below, equivalent to two 36-week courses) Students wishing to complete a specialization may take additional courses appropriate to their career pathways.	Career Cluster(s) for federal reporting (choose one)	Available Credentials upon Completion of the Above Course
<ul style="list-style-type: none">• EFE Cooperative Education I 9020• EFE Cooperative Education I 9030	Education and Training	See Section 10 for a listing of applicable credentials (by course name or credential name).

EFE Introduction 9075 (for Students Identified as Disadvantaged–18 weeks)

EFE Introduction 9076 (for Students Identified as Disadvantaged–other than 18 weeks)

EFE Introduction 9082 (for Students with Disabilities–18 weeks)

EFE Introduction 9083 (for Students with Disabilities–other than 18 weeks)

Suggested Grade Level(s): 6, 7, 8, 9

Students explore independent living and workplace skills by identifying individual assets, interests, aptitudes, social and emotional skills, and potential/realistic occupational skills. Through practical experiences related to daily living and work, students determine strategies to identify and develop their assets and ways to emphasize their strengths at home, school, and in the workplace.

Concentration Sequences (a combination of the course above and those below, equivalent to two 36-week courses) Students wishing to complete a specialization may take additional courses appropriate to their career pathways.	Career Cluster(s) for federal reporting (choose one)	Available Credentials upon Completion of the Above Course
<ul style="list-style-type: none">• EFE Cooperative Education I 9020• EFE Cooperative Education I 9030• EFE Level I 9077• EFE Level I 9078• EFE Level I 9084• EFE Level I 9085	Education and Training	See Section 10 for a listing of applicable credentials (by course name or credential name).

EFE Level I 9077 (for Students Identified as Disadvantaged–18 weeks)

EFE Level I 9078 (for Students Identified as Disadvantaged–other than 18 weeks)

EFE Level I 9084 (for Students with Disabilities–18 weeks)

EFE Level I 9085 (for Students with Disabilities–other than 18 weeks)

Suggested Grade Level(s): 9, 10, 11

Students investigate various occupational fields, examine occupational requirements, and select a career pathway. They begin to focus on improving and gaining skills required for specific occupations and practice solving real-world problems in the home, in school, and in the workplace. Levels I and II include a 36-week Cooperative Education option.

Concentration Sequences (a combination of the course above and those below, equivalent to two 36-week courses) Students wishing to complete a specialization may take additional courses appropriate to their career pathways.	Career Cluster(s) for federal reporting (choose one)	Available Credentials upon Completion of the Above Course
<ul style="list-style-type: none">• EFE Level II 9079• EFE Level II 9080• EFE Level II 9086• EFE Level II 9087• EFE Cooperative Education I 9020• EFE Cooperative Education I 9030	Education and Training	See Section 10 for a listing of applicable credentials (by course name or credential name).

EFE Level II 9079 (for Students Identified as Disadvantaged–18 weeks)

EFE Level II 9080 (for Students Identified as Disadvantaged–other than 18 weeks)

EFE Level II 9086 (for Students with Disabilities–18 weeks)

EFE Level II 9087 (for Students with Disabilities–other than 18 weeks)

Suggested Grade Level(s): 10, 11, 12

Students begin to make the transition from school to work by gaining technical skills, conducting a job search, and maintaining successful employment by demonstrating positive work traits and attitudes and continuing to develop technical skills. They focus on balancing their roles of worker, family member, and citizen. Levels I and II include a 36-week Cooperative Education option.

Concentration Sequences (a combination of the course above and those below, equivalent to two 36-week courses) Students wishing to complete a specialization may take additional courses appropriate to their career pathways.	Career Cluster(s) for federal reporting (choose one)	Available Credentials upon Completion of the Above Course
<ul style="list-style-type: none">• EFE Level I 9077• EFE Level I 9078• EFE Level I 9084• EFE Level I 9085• EFE Cooperative Education I 9020• EFE Cooperative Education I 9030	Education and Training	See Section 10 for a listing of applicable credentials (by course name or credential name).

Entrepreneurship Education 9094

Suggested Grade Level(s): 11 or 12 (36 weeks)

This course is designed for students who wish to concentrate on strategies for career development through ownership/management of their own businesses. Although individual skills are emphasized, the focus of the course is on development of a business plan, including the following: Determination of type of business enterprise, legal considerations, location selection, financing, steps in getting the enterprise started, marketing strategy, and interaction with successful entrepreneurs. The cooperative education method is available for this course. Students combine classroom instruction and supervised on-the-job training in an approved marketing position with continuing supervision throughout the school year.

Note: Entrepreneurship Education, a Career Connections course, may be offered as a complement to an existing concentration sequence in any CTE program area. In some instances, where noted, it may be combined with specific courses to create concentration sequences.

Exploring Entrepreneurship 9093

Suggested Grade Level(s): 9, 10, 11, 12 (18 weeks)

Students explore qualities of individual enterprise, or the art of succeeding in a career. They develop skills needed to advance in an ever-changing work environment. Specifically, students develop competencies in decision making, long-range planning, effective communication, accountability, responsibility, and continuing education.

Note: Exploring Entrepreneurship, a Career Connections course, may be offered as a complement to an existing concentration sequence in any CTE program area. In some instances, where noted, it may be combined with specific courses to create concentration sequences.

Introduction to Leadership 9091

Suggested Grade Level(s): 9 or 10 (18 weeks)

This course equips students with individual and group leadership skills. Course content includes leadership principles, officer training, parliamentary law, public speaking, effective communication, positive public relations skills, and techniques of organizing and conducting group meetings and activities. Students are encouraged to be active members of a community or school organization.

Note: Introduction to Leadership, a Career Connections course, may be offered as a complement to an existing concentration sequence in any CTE program area. In some instances, where noted, it may be combined with specific courses to create concentration sequences.

Leadership Development 9096

Suggested Grade Level(s): 11 or 12 (18 weeks)

Leadership Development 9097

Suggested Grade Level(s): 11 or 12 (36 weeks)

Students develop competencies in identifying individual aptitudes in relation to effective leadership skills, understanding organizational behavior, using effective communication in the workplace, handling human resources and organizational problems, supervising and training employees, resolving conflict, and planning for the future. Continuing education in leadership is emphasized as well as practical leadership experiences in cooperation with school and community leaders.

Note: Leadership Development, a Career Connections course, may be offered as a complement to an existing concentration sequence in any CTE program area. In some instances, where noted, it may be combined with specific courses to create concentration sequences.

Military Science I 7913**Military Science II 7916****Military Science III 7918****Military Science IV 7919****Military Science V 7920****Military Science VI 7922****Military Science VII 7924****Military Science VIII 7926**

The Leadership and Citizenship Development Program courses, also known as JROTC, were approved in August 2008 to be offered through Career and Technical Education as a program concentration under Career Connections. The curriculum is directed by the military. Course descriptions and task/competency lists will be developed from this curriculum during the 2008–2009 year. The courses will be reported under the Government and Public Administration career cluster.

Note: School divisions are asked to continue using the appropriate Military Science codes that they have been using until further notice. Additional information for completion status will be provided prior to End of Year Reporting.

ProTeam 9061 (Middle School)

Suggested Grade Level(s): 7 or 8 (36 weeks)

ProTeam 9060 (Middle School)

Suggested Grade Level(s): 7 or 8 (18 weeks)

ProTeam is an exploratory class for students in grades 7 and 8 with a career interest in teaching and education. The curriculum is designed to help students set realistic goals that include the steps to prepare for successful completion of high school and college, including an emphasis on career development competencies. The seven course modules are *I Can Self-Reflect*, *I Can Communicate*, *I Can Teach Others*, *I Can Be Different*, *I Can Make Decisions*, *I Can Set Goals*, and *I Can Think Positively*. The course has an emphasis on service learning, cooperative work groups, teaching-like experiences, and family involvement. This program shall be articulated with a Virginia Teachers for Tomorrow program at the high school. (Education and Training career cluster)

Virginia Teachers for Tomorrow 9062

Suggested Grade Level(s): 12 (36 weeks)

This course introduces seniors to a career in teaching and education through the Career Connections program. The primary elements of the curriculum components are *the learner, the school, and the teacher and teaching*. The components are intentionally broad in scope and provide a great deal of flexibility based on the career interest of a student. In addition to the fundamental curriculum components, all students are required to participate in an internship outside the Virginia Teachers for Tomorrow classroom. The internship may involve the pre-school level through grade 12.

Concentration Sequences (a combination of the course above and those below, equivalent to two 36-week courses) Students wishing to complete a specialization may take additional courses appropriate to their career pathways.	Career Cluster(s) for federal reporting (choose one)	Available Credentials upon Completion of the Above Course
<ul style="list-style-type: none">• Career Application Phase III 9072• Early Childhood, Education, and Services I 8285• Early Childhood, Education, and Services II 8286• Individual Development 8210/8209*• Introduction to Early Childhood, Education, and Services 8234/8233*• Introduction to Leadership 9091*• Leadership Development 9097/9096*• Life Planning 8227/8226*• Parenting 8232/8231* <p>* 18-week course</p>	<ul style="list-style-type: none">• Education and Training• Human Services	See Section 10 for a listing of applicable credentials (by course name or credential name).

